



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON VICENZA  
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2 December 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Vicenza Safety and Occupational Health Plan for Fiscal Year 2009

This memorandum expires in 1 year.

1. References:

- a. Memorandum, Secretary of the Army and Army Chief of Staff, 16 June 2008, subject: Army Safety and Occupational Health Objectives for Fiscal Year (FY) 2009 (<https://cra.army.mil/sohobjectives.pdf>).
- b. (U) ALARACT 271/2008 CHIEF OF STAFF, ARMY (CSA) SAFETY MESSAGE TO THE ARMY, DTG: 201906z NOV 08, SUBJECT: CSA SENDS: SAFETY UPDATE.
- c. Memorandum, HQ IMCOM, IMCG, subject: IMCOM Safety and Occupational Health Objectives for FY 2009.
- d. U.S. Army Installation Management Command, 4 November 2008, FY 09 Command Guidance.

2. The enclosed USAG Vicenza Safety and Occupational Health (SOH) Plan is based on IMCOM FY 2009 SOH objectives (ref 1c) which are to:

- a. Improve Safety Climate and Culture.
- b. Reduce Off-Duty Losses.
- c. Sustain On-Duty Loss Reductions.
- d. Capture Best Practices.

3. The IMCOM command guidance (ref 1d) and this plan will be implemented in place of a separate winter safety campaign.

4. The purpose of this SOH Plan is to provide a comprehensive proactive means of identifying and implementing risk mitigation measures to prevent accidental injury and death of Soldiers, civilian employees, and family members. Additionally, it provides a means of measurably improving our effect on the Army culture and on the way individuals think about safety and risk management both on and off duty.

5. Every leader must take a holistic look at their environment and find ways to influence our Soldiers, Family members, civilians and contractors to use risk management – on, and especially off-duty. Get creative and look to families and the community to help us save lives. USAG Vicenza leaders will lead these efforts, integrate safety and occupational health and risk management into every operation they plan, train for, and execute.

6. The POC is USAG Vicenza Safety at DSN 634-8109/7045 or e-mail: SOH@eur.army.mil.

Encl

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Commanding

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# USAG VICENZA SAFETY AND OCCUPATIONAL HEALTH PLAN FOR FISCAL YEAR 2009

## 1. Improve Safety Climate and Culture

a. **Proactive and predictive.** Our objective is to identify both situations and individual actions that contribute to accidents both on and off-duty, and then target our efforts to reduce them. Evaluate your organizations to ensure you are addressing the climate both in depth and breadth. How well are you communicating your message and how far down within the ranks does it go? Leadership tools and assessment strategies are available at the Combat Readiness/Safety Center web site:  
<https://crc.army.mil/home/>

b. **Preventable losses are unacceptable.** Leaders at all levels are expected to take positive actions with respect to safety. Specific and measurable safety performance objectives will be required in all Leader performance appraisals. The USAG Leadership will proactively identify those activities and operations contributing to unnecessary losses, and implement decisive and effective controls to make them safer.

c. **Army Readiness Assessment Program (ARAP).** USAG Vicenza will continue to use the ARAP as our primary tool to evaluate safety climate within our organizations. Our primary emphasis will be to implement action plans to improve any weak areas identified in the upcoming surveys.

d. **AE Command Policy Letter 3.** Our garrison and HHC commander will comply with Command Policy and maintain unit safety certification.

e. **Individual and Leader Accident Risk Assessments.** Leaders will use the accident risk assessment tools available from the Combat Readiness/Safety Center to identify those individuals who are at increased risk for accidents, and then ensure that appropriate risk reduction awareness and training are provided. Certain life-events, high-risk assignments, personal traits, off-duty behaviors and pastimes can place individuals at increased risk of accidents and injuries. Leaders will also ensure that subordinates are trained to recognize and manage those personal factors that increase their risk of accidents and injury.

- Garrison Leaders and supervisors will perform these assessments on their direct subordinates at least annually, or more frequently if situations or events warrant reassessment.
- Leaders and supervisors will then report progress and general assessment statistics to the USAG Vicenza Safety Manager, who will provide individual risk assessment training to organizations, with priority given to those organizations with higher percentages of high-risk individuals.
- Our target is to provide risk assessment training to 100% of the garrison in FY09.



**2. Reduce Off-Duty Losses.** Our goal is to reduce off-duty fatalities by at least 20 percent from FY07. USAG Vicenza Safety will examine the nature of our off-duty accidents and losses, and develop countermeasures targeted at those activities and behaviors associated with the most significant risks. Each member of our team is important, while most off-duty losses are not counted in our statistics; they're felt in our formations and workspaces. We owe it to all the men and women professionally affiliated with our Army to provide the tools and advice they need to make wise risk decisions. Since off-duty accidents usually occur away from normal supervision and other on-duty controls, the involvement of peers, family members, and community resources can help extend the safety culture beyond normal duty hours and locations.

**a. Safety Action Plans.** Within the safety plans we will include the proposed actions to be taken to reduce off-duty risks affecting the community to include Garrison and mission unit personnel.

**b. Training and Program Support.** USAG Vicenza Safety will continue to provide training and program support for public, family, and off-duty safety program, recreational safety programs, and the Army Traffic Safety Training Program (ATSTP). All community events will provide a risk assessment (30 days) prior to execution, routed through the safety office for reviewing.

**c. Seasonal Safety Days.** We will continue to support our seasonal safety days near the start of the spring/summer and fall/winter seasons. At these seasonal safety days, we will present demonstrations, presentations, displays, promotional contests or activities to improve awareness of seasonal hazards and educate both military and civilians about the Army's off-duty safety programs.

### **3. Sustain On-Duty Loss Reductions.**

**a. Loss analysis.** The primary loss area for IMCOM is civilian accidents and injuries and their associated costs. It is imperative that leaders/supervisors identify those jobs categories and types of injuries and illnesses that contribute most significantly to their loss history, and target our countermeasures accordingly. Continue to foster the composite risk management mindset in all you do.

**b. Hazard assessment.** We will continue updating our Job Safety Analysis (Job Hazard Analysis) of all job functions. Supervisors and employees will perform these analyses jointly with assistance (if required) from USAG Vicenza Safety. All Job Safety (Hazard) Analysis will be reviewed annually and signed by supervisor and employee.

**c. Risk mitigation.** Aggressively implement the following initiatives to reduce civilian accidents and injuries:

- Supervisor Safety Training – Supervisors will continue to conduct monthly value-added safety training for employees to augment safety training courses available at the Combat Readiness/Safety Center University at: <https://crc.learn.army.mil/webapps/portal/frameset.jsp> for employees. Each supervisor's safety training sessions should not exceed ten minutes be hands-on, and focused on hazards specific to the workplace or job function within the supervisor's span of control. Effectiveness of this training will be qualitatively evaluated during safety program evaluations.
- Supervisor Loss Reporting – Army regulation requires persons involved in, or who become aware of, an Army accident to report it immediately to the Commander or Supervisor directly responsible for the operation, material, or persons involved. Supervisors will use the Loss Reporting Automation System (LRAS) located at [https://crc.army.mil/Loss\\_Reporting/LRAS\\_accident.html](https://crc.army.mil/Loss_Reporting/LRAS_accident.html) to report all accidents. Supervisors are expected to identify the root cause of each accident and describe corrective actions taken to prevent recurrence of the accident. USAG Vicenza Safety will be copied on each LRAS report and assist in educating Supervisors on proper use of the reporting tool.
- Accident After Action Review (AAR) – The Garrison Command or designated representative will present the AAR for all Class A accidents to the IMCOM Commanding General or Deputy Commander, either in person or via VTC.
- DA Form 4755 Employee Report of Alleged Unsafe or Unhealthful Working Conditions – Leaders and Supervisors will continue to actively promote use of this form as an alternate method for employees to report suspected hazards. This form and its instructions (English/Italian/German) are electronically available at: [http://www.imcom-europe.army.mil/sites/management/so\\_language.asp](http://www.imcom-europe.army.mil/sites/management/so_language.asp) Supervisors will ensure all employees are familiar with accessing and completing the form electronically or hardcopy.

#### **4. Capture Best Practices**

As our safety culture continues to grow and improve, we are finding new solutions and developing new tools to improve safety performance. There are few safety problems or risks that are truly unique; others often encounter similar problems, and are always interested in countermeasures that offer better results, save time, or save resources.

- a. USAG Vicenza Safety will begin documenting best safety practices and reporting them to regional safety offices.